



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
Jacksonville Division

NOTICE TO COUNSEL and UNREPRESENTED PARTIES

Instructions Regarding Pre-Marking Exhibits, Preparation of Exhibit Lists, and Substitution of Exhibits:¹

In accordance with Rule 3.07(a), Local Rules, M.D.Fla., each party is required to obtain from the Clerk of Court, in advance of trial (or evidentiary hearing), the appropriate Exhibit Tags for *pre-marking* each exhibit proposed to be utilized at trial (or hearing). A coordinating Exhibit List is also to be prepared (*see* Rule 3.07(b)).

For your convenience, attached hereto are copies of Court-approved Exhibit Tags and Exhibit Lists. The Exhibit Tags (which you should note are color coded and party-specific) and the Exhibits Lists are self-explanatory as to the information required to be shown; however, if you have any question, please contact Courtroom Deputy Clerk Denise Seymour at 904/549-1314. The Exhibit Lists are readily capable of reproduction as needed. With respect to the attached Exhibit Tags, ***provided color consistency is maintained***, you may reproduce them on your office's photocopier in sufficient quantity for use in your case. Unrepresented (“*pro se*”) parties may obtain additional tags, if needed, from Ms. Seymour.

The Exhibit Tags shall be numbered sequentially and stapled to the upper right-hand corner of each exhibit. Composite exhibits shall be identified by using the main exhibit's sequential number together with an alphabetical suffix -- *e.g.*, 20/A, 20/B, 20/C, etc.

Counsel and *pro se* parties, if any, are responsible for posting to the attached Exhibit List a complete listing of the exhibit number(s) and a detailed description of each exhibit.

On the first day of trial, counsel and *pro se* parties, if any, shall exchange with each other a copy of their respective Exhibit Lists (as well as their respective final Witness Lists), ***and shall also provide THREE (3) COPIES of each list to the Courtroom Deputy Clerk*** before the commencement of trial.

¹ These instructions are not all-inclusive; they are purposely general in nature and intended merely to supplement the Local Rules. Counsel and/or *pro se* parties are responsible to be completely familiar with and fully comply with the Local Rules. *Particular attention* is drawn to Rule 5.03 (“Courtroom Decorum”).

Exhibit Substitutes – Pursuant to Rule 5.04, Local Rules, M.D.Fla., with respect to sensitive or large physical exhibits (*i.e.*, weapons, narcotics, currency, etc.), you are required to offer photographs which would at the conclusion of the case become the “substitute exhibit” for maintenance by the Clerk. Rule 5.04 also requires 8½” by 11” reductions to be submitted along with larger-sized documentary or similar exhibits. Unless otherwise ordered by the Court, should an appeal later be filed, the Clerk will send the photographic and/or reduced substitutes (in lieu of the original exhibits) to the Eleventh Circuit Court of Appeals in the record on appeal.

Audio and/or Visual Equipment Please note that, while the Court has available audio and visual equipment for use during trials (or evidentiary hearings), counsel or the parties shall notify Courtroom Deputy (Denise Seymour) for arrangement therefor. Notice to request equipment shall be given to the Courtroom Deputy at least one week prior to the commencement of trial.

Ralph W. Nimmons, Jr.
United States District Judge

Attachments